



Hawai'i Invasive Species Council Project Proposal Guidelines for FY15

The Hawai'i Invasive Species Council (HISC) is a cabinet-level coordinating body comprised of the directors or designees of six state departments, including the Departments of Land & Natural Resources (DLNR), Agriculture (HDOA), Health (DOH), Transportation (DOT), Business, Economic Development & Tourism (DBEDT), and the University of Hawaii (UH). As a coordinating body, the HISC approves an annual budget that directs funds among state departments to strategically advance efforts regarding invasive species prevention, control, outreach, research, and planning.

The HISC requests proposals from government agencies within the State of Hawaii and the University of Hawaii system for projects in State Fiscal Year 2015. Please note:

- Funding is typically awarded for a maximum project duration of one year.
- There is no limit on the amount of funding requested by each proposal. In the final budget, proposed projects may be awarded full funding, partial funding, or no funding.
- Organizations may submit multiple proposals if requesting funds for multiple projects. For example, a group may submit one proposal to control mongoose on Kaua'i, and another to cover facilitation costs of developing a mongoose response plan.
- Federal agencies are not eligible.
- Late proposals may not be accepted, at the discretion of HISC support staff.
- Proposals will be viewable to other applicants as well as the proposal evaluation committee, HISC Working Group Chairs, and Council members. Proposals will be reviewed at public meetings (details below).

Please utilize the proposal template found at <http://dlnr.hawaii.gov/hisc/projects/fy15/> and follow the instructions below for submitting proposals. An electronic version of your proposal should be submitted via email by **5pm, May 23, 2014**, to Randy Bartlett, HISC Interagency Coordinator, at Randal.T.Bartlett@hawaii.gov.

Funding Priorities for FY15

Funding priorities for FY15 were solicited from Council members, as well as agency staff and partners involved in invasive species work. Proposals do not need to be limited to these topics, but proposals addressing one or more of these priorities may score higher in quantitative evaluations (see evaluation criteria below). General goals and objectives for the HISC can also be found in the HISC Strategic Plan. As the 2014-2019 plan is still being developed, please refer to the 2008-2013 plan for HISC goals and objectives. This plan is available at the HISC website (<http://hisc.hawaii.gov>).

- **General FY15 Priorities:**

- Detection and control of little fire ants (LFA)
- Maintain general early detection / rapid response capacity on each island
- Biocontrol research and capacity
- Detection and control of coconut rhinoceros beetle (CRB)
- Detection of mosquitoes and other priority pests at points of entry

Method of Evaluation and Award

The FY15 evaluation committee will be comprised of six individuals. Each voting Council member will designate a representative of his or her agency to be part of this committee. Members of the evaluation committee will review all proposals and provide a quantitative score using the rubric below. The members of the evaluation committee are responsible for reviewing proposals from their own agency as well as others, to ensure that the needs of each individual agency are met while also creating a comprehensive overall budget. As representatives of their agency, members of the evaluation committee are eligible to submit proposals for funding per the guidelines in this document. Designated members of the FY15 evaluation committee are Laura McIntyre (DOH), David Rodriguez (DOT), Chris Lepczyk (UH), Josh Atwood (DLNR), Darcy Oishi (HDOA), Leo Asuncion (DBEDT).

The evaluation committee's review of proposals will be informed by discussions with applicants, HISC Working Group Chairs, and other interested parties at the public meetings described below. The HISC Working Group Chairs are invited to participate in the dialogue as subject matter experts and to assist in creating a recommended budget. In some cases Working Group Chairs may also be members of the quantitative evaluation committee. Current Working Group Chairs include Rob Hauff (DLNR, Control Working Group), Darcy Oishi (HDOA, Prevention Working Group), Chris Lepczyk (UH, Research Working Group), and Michelle Jones (DLNR, Outreach Working Group).

The process for determining a final FY15 budget includes three public meetings. Exact times and locations are still being determined, but all meetings are likely to take place in June, 2014. Final details will be announced via the HISC mailing list (visit <http://hisc.hawaii.gov> to join) and the State Calendar:

1. **Proposal Review Meeting:** The evaluation committee will meet to discuss the proposals in a public setting. Applicants are encouraged to join this discussion and answer any questions evaluators may have. For applicants who are not able to attend this meeting, questions from the evaluation committee will be recorded and forwarded to the applicant for response prior to the Resources Working Group Meeting. Based on feedback, applicants may adjust their requested funding amounts. Evaluation committee members will utilize this discussion to assign each proposal a quantitative score (see rubric below).
2. **Resources Working Group Meeting:** The evaluation committee and the HISC Working Group chairs meet to discuss suggested funding amounts and will produce a

recommended overall budget to submit to the HISC for decision-making. Applicants are welcome to join this discussion.

3. Council Review and Decision Making: The HISC will hold a public meeting to review, amend, and approve a final budget. Following Council approval, HISC staff will work on making any changes suggested by the Council and will award funds to selected projects. Award recipients will be required to adhere to the reporting schedule described in this document (see below).

Evaluation Criteria	Maximum Points
Addresses one or more FY15 priorities or HISC Strategic plan objectives	30
Cost-effectiveness of strategy (Is the potential impact of a successful project a good value?)	20
Potential for the proposed project to be carried out successfully	15
Inclusion of appropriate partners in carrying out the proposed project	10
Evidence of matching funds from sources other than HISC	10
Clear need for proposed deliverables	10
Appropriate measures of effectiveness	5
Returning projects: Previous demonstration of meeting deliverables	-5 to 5
Maximum total points	105

Proposal Requirements

Submitted proposals must include the components as described below. All pages should be 8.5"x11", have 1" margins and 12 pt font. Do not include images and **make sure your proposal is less than 1MB**. Please keep in mind that your proposal will be made available to HISC staff, evaluators, and other applicants, to be discussed at a public meeting.

1. Cover Page (Not to exceed 1 page)
 - a. Proposal title
 - b. Identify **one** of four content areas that best describes your proposal:
 - i. Prevention
 - ii. Control
 - iii. Outreach
 - iv. Research
 - c. Applicant: Identify the applying agency and provide contact information. Within 1-3 sentences, describe your (or your staff's) relevant qualifications and experience.
 - d. Partners: List any partners that will be participating in carrying out this project
 - e. Total amount of request
 - f. Executive summary: A single paragraph describing the project.
2. Proposal Text (No more than 3 pages)
 - a. Project summary: Please provide an overview of the project and the need.

- b. Applicability: Describe how your proposal address the following:
 - i. FY15 priorities identified by the Council and partner agencies (provided above)
 - ii. Objectives described in the 2008-13 HISC Strategic Plan (available on the HISC website, <http://hisc.hawaii.gov>)
 - c. Proposed timeline: Project timelines may be approximate. Projects should generally anticipate a completion date no later than December 31, 2015.
 - d. Deliverables: Provide a summary of specific products or outcomes of this project.
 - e. Measures of Effectiveness: Describe the quantitative metrics you will use to demonstrate success for this project.
3. Budget Request and Existing Funds (1 page)
 - a. Provide a detailed budget for HISC funds requested in table format (see template). Note that funding is limited and proposals may not be funded to the full amount requested.
 - b. Be sure to include any overhead costs in your budget request
 - c. List any additional non-HISC funds (including in-kind services) being sought or awarded for FY15, and the sources of these funds.
 - d. Provide a brief justification statement for equipment purchases, travel, etc.
4. Returning Project Demonstration (Does not count toward page limit)
 - a. If you have previously received HISC funds for a similar project, please provide, in list format, **all** of the deliverables from your most recent HISC proposal and describe, briefly, how each of the deliverables were or were not met.
5. Total Need (optional, does not count toward evaluation score or page limit)
 - a. Estimate your total program need across all funding sources. This will not affect your evaluation score. We are looking to estimate the actual total need of the invasive species community for educational purposes and for future budget discussions. Please provide an estimate of what your organization would ideally need on an annual basis to achieve its stated goals, assuming full staff capacity.

Schedule of Events for FY15 HISC Funds

The meeting dates below are tentative. Official meeting notices with finalized dates will be posted prior to meetings on the State calendar website and to the HISC stakeholder email list. If you would like to join the list, visit <http://hisc.hawaii.gov>. A link to join the HISC Mailing List is at the bottom of the page under "Contacts."

- 4/25/14: Proposal Guidelines Released
- 5/23/14: Proposals due via email to HISC Interagency Coordinator by 5pm. Proposals will then be made available online to evaluators and other applicants.
- Mid June: Proposal Review meeting, *Location TBA*
- Late June: Resources Working Group Meeting, *Location TBA*
- Late June: HISC Meeting to review and approve budget, *Date & Location TBA*.
Announcement of grants to follow.
- 7/1/14: All grant recipients must submit required fiscal paperwork (e.g., PCSU project proposal or journal voucher details) by this date to the HISC Interagency Coordinator. Encumbrance will be managed by DLNR as the administrative host of the HISC. The length of

the encumbrance process will depend fund availability. Funds are not guaranteed to be available by a specific date, but are typically available no later than the end of the second quarter of the fiscal year.

- 12/31/15: It is suggested that projects are completed on or before this date.

Reporting

Grant recipients will be required to report on progress and use of funds. There are several ways in which this information should be reported:

1. Recipients should submit quantitative quarterly updates using metrics agreed upon by project leads and HISC staff, most likely those identified as “measures of effectiveness” in your original proposal. These reports should be in Excel format. Due dates of reports are subject to change depending on the length of the encumbrance process. Due to the typical length of the encumbrance process, the reporting schedule adheres to the 2015 calendar year.
 - a. 1st update (Jan-Mar) due 4/15/15
 - b. 2nd update (Apr-Jun) due 7/15/15
 - c. 3rd update (Jul-Sep) due 10/15/15
 - d. 4th update (Oct-Dec) due 1/15/16
2. A comprehensive final project report (no page limit) describing how deliverables were (or were not) met is due at the same time as the final project update (1/15/16).